

Polperro Neighbourhood Development Plan

Steering Group Minutes

Meeting 5

6th November 2015 11:30 at Jackie Leftly's House

Agenda Item	Detail	Actions
Members Present	Mike Jelly (MJ); Jackie Leftly (JL); Paul Lightfoot (PL); Andy Godsall (AG); Andy French (AF); Richard Rowe (RR); Robert Haycocks (RH); Sharon Kelly (SK); Sally Harmer (SH); Mike Rolls (MR);	
Apologies	Paul Vaughan (PV); Karen Dalby-Aggett (KD);	
Minutes of the Last Meeting	The minutes of the last meeting were approved.	
Matters Arising	<p>Mike Rolls had contacted the group expressing a desire to participate and as such has joined the group and was in attendance.</p> <p>The facebook page for the NDP has over 50 “likes”, members with facebook accounts are asked to like the page https://www.facebook.com/Polperro-Lansallos-Parish-Neighbourhood-Development-Plan-979748482068742/</p>	ALL
Update on Progress	<p>PCC has formally approved the NDP constitution.</p> <p>Communication and Engagement Activities have largely focussed on attendance of Flu Jab Clinics in Polperro and Looe where discussions have led to more people registering for updates and additional input to the process. Further clinics are planned.</p> <p>Possible outreach events at Lansallos and Talland were discussed. Discussions with Lansallos Church concluded with the decision that there were no further organised events to have a stand at. MR suggested that attendance at a forthcoming Tree Dedication Ceremony would make contact with the most people and would investigate the possibility of an NDP presence.</p> <p>Attendance at the Polperro Christmas Fair / Lights Ceremony was considered important but it would be unlikely that a stand was available. SH would contact Tony Nelson to seek permission to have a stand on Nelson's frontage.</p> <p>The polperro.community website is live but not complete but is providing a front window for the NDP and a repository of NDP documents such as the constitution, meeting minutes and other notifications. A copy of the skills requirements register is to be added to the “ What Can I Do” page. A new “Contact Us” pages should be added. AF to make the website changes.</p>	MR SH AF

	<p>It was agreed that a logo along the lines of that used by Liskeard NDP, but reflecting the diversity of Lansallos Parish, would be useful. JL to ask for help from Rebecca Morse who is a skilled graphics artist. JL</p> <p>The steering group email address is to be updated to only include those people who agreed to be an active member of the Steering Group being those in attendance and those who apologised above. The old email address is to be deleted. AF</p> <p>A simple Wordpress training session will be added to the next meeting to provide sufficient expertise to update pages on the website. AF to run. AF</p> <p>PL described an NDP centre section insert he had seen in the Lostwithiel Parish Newsletter and believed that something similar should be produced for Polperro. How this would be distributed was not determined.</p> <p>Upcoming events were discussed in matter arising above.</p> <p>Prior to the meeting PL had forwarded an email requesting completion of a SurveyMonkey questionnaire from Colleen O’Sullivan, Neighbourhood Planning Officer, Planning & Enterprise Service at Cornwall Council. There was confusion over whether individuals should complete the survey or the NDP Steering Group should respond as a single entity. PL to check what is required and what the survey deadline is. PL</p> <p>Prior to the meeting AG had forwarded an email regarding eligibility for Coastal Community Fund (CCF) grants in the light of Looe NDP being awarded a grant. A meeting with Dave Read of Cornwall Council will be organised by AG with any member interested to pursue the opportunity for Polperro. AG</p>	
<p>Communications and Engagement Strategy</p>	<p>MJ reviews Communications and Engagement plan line by line and numerous changes were made to both tasks and dates in the light of member's comments. Two hours were spend on this process, the details of which are not minuted.</p> <p>It was also felt that the timed task plan should be pulled out of the strategy document and create a separate document as the Strategy should remain largely unchanged whereas the plan will change in the light of circumstances and experience.</p> <p>MJ to update and reissue the Communications and Engagement Strategy and Plan documents. MJ</p> <p>It was agreed that all of the listed organisations in Polperro be offered the opportunity to input to the NDP with members of the Steering</p>	

	Group and if felt beneficial receive a presentation on the NDP at a meeting of the organisation. Contact would be made by email to be followed up with a personal call.	
Any Other Business	None was discussed.	
Date of Next Meetings	6 th January 2016 11:00 at Jackie Leftly's house.	